

# Policies and Procedure

Grand Prairie ISD  
057910

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

CQ  
(LOCAL)

	The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.
AVAILABILITY OF ACCESS	Access to the District's electronic communications system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations.
LIMITED PERSONAL USE	Limited personal use of the system shall be permitted if the use: <ol style="list-style-type: none"> <li>1. Imposes no tangible cost on the District;</li> <li>2. Does not unduly burden the District's computer or network resources; and</li> <li>3. Has no adverse effect on an employee's job performance or on a student's academic performance.</li> </ol>
USE BY MEMBERS OF THE PUBLIC	Access to the District's electronic communications system, including the Internet, shall also be made available to members of the public in accordance with administrative regulations. Such use may be permitted so long as the use: <ol style="list-style-type: none"> <li>1. Imposes no tangible cost on the District;</li> <li>2. Does not unduly burden the District's computer or network resources; and</li> </ol> Members of the public who are granted access shall be required to comply with District rules, regulations, and policies governing appropriate use of the system.
ACCEPTABLE USE	The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the District and with law and policy governing copyright. [See EFE] <p>Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and compliance with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct]</p>
	Violations of law may result in criminal prosecution as well as disciplinary action by the District.
INTELLECTUAL PROPERTY RIGHTS	Students shall retain all rights to work they create using the District's electronic communications system. <p>As agents of the District, employees shall have limited rights to work they create using the District's electronic communications system. The District shall retain the right to use any product created for its use by an employee even when the</p>

author is no longer an employee of the District.

**MONITORED  
USE**

Electronic mail transmissions and other use of the electronic communications system by students and employees are not private and may be monitored at any time by designated District staff to ensure appropriate use.

**DISCLAIMER OF  
LIABILITY**

The District shall not be liable for users' inappropriate use of electronic communication resources, violations of copyright restrictions or other laws, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

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**This online presentation of your district's policy is an electronic representation of TASB's record of the district's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent. [See BF (LOCAL) for further information.]**